

Weekly Update

September 8, 2015

Subject: Seats Are Still Available for the September 14 TM300 Leave Administration Class

Audience: Agency Training Coordinators, AST Leads, HR Directors, Leave Administrators, FMLA Event Maintainers

There are still seats available for the TM300 Leave Administration training class on Monday, September 14. The SCEIS Team encourages Leave Administrators and FMLA Event Maintainers to register for this class today! **Note: This is the last scheduled TM300 Leave Administration class in 2015.**

The TM300 class familiarizes end users with management of leave administration in SCEIS. Below you will find details about the class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

TM300 – Class Information

Class ID/Title: TM300 –Leave Administration

Description: This class provides Leave Administrators with the ability to perform leave administration in SCEIS. Participants will be able to understand work schedules, time evaluation, leave limits, holiday balances, generating absence quotas and general payroll data reporting. This class also provides the participants with the skills to check FMLA eligibility in the FMLA Workbench and to establish FMLA absence quotas in SCEIS.

Target Audience: Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer, Central HR Master Data Maintainer and HR FMLA Event Maintainer.

Pre-requisites: Completion of the following classes is required:

- COR120 Enterprise Central Component (ECC) Navigation (online)
- TM200 Time Administration (instructor-led class) **OR** TM200U Time Administration (online)

TM300 – Section 04 – Summer/Fall 2015 Details

Class Date: Monday, September 14, 2015

Class Time: 9:00 a.m. to 5:00 p.m.

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/JMxBQJX>. Your survey completion is a request only.

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Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.